CURRICULUM VITAE

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EDUCATION

Ph.D. (2011) Graduate School of Library and Information Science, Simmons College, Boston, USA. Field: Library and Information Science (Archives Concentration)

M.A.S. (2001) Graduate School of Library, Archival, and Information Studies, University of British Columbia, Vancouver, Canada. Field: Archival Studies

M.L.I.S. (2001) Graduate School of Library, Archival, and Information Studies, University of British Columbia, Vancouver, Canada. Field: Library and Information Studies

Ph.D. Student (1997-1999) Comparative Literature Program, Faculty of Arts, University of British Columbia, Vancouver, Canada. Field: Comparative Literature

M.A. (1986) Department of Foreign Languages and Literatures, Yunnan University, Kunming, China. Field: English Literature

B.A. (1982) Department of Foreign Languages and Literatures, Yunnan University, Kunming, China. Field: English Language and Literature

PROFESSIONAL CERTIFICATION

Certified Archivist, Class of 2004, Recertified in 2010 and 2015, Academy of Certified Archivists, USA

RESEARCH INTERESTS

- Records and Recordkeeping
- Digital Archival Representation
- Archival Education and Scholarship

PROFESSIONAL EXPERIENCE

January 2011 - Present: *Assistant Professor* (2011-2017), *Associate Professor* (August 2017-) School/Department of Library and Information Science, Catholic University of America, Washington, DC

September 2008 - August 2010, *Adjunct Faculty*, Graduate School of Library and Information Science, Simmons College, Boston, MA

June 2003 - December 2010: *Records Analyst*, Harvard University Archives, Harvard University, Pusey Library, Cambridge, MA

September 2001 - June 2003: *Assistant Archivist*, University of Calgary Archives, University of Calgary, Canada

June 2001 - September 2001: *Records Management Assistant*, the Law Society of British Columbia, Vancouver, Canada,

October 1989 - October 1990: *Visiting Scholar*, English Faculty, Cambridge University, Cambridge, United Kingdom

September 1982 - December 1996: *Instructor* (1982-87), *Assistant Professor* (1987-1992), *Associate Professor* (1992-1996), Department of Foreign Languages and Literatures, Yunnan University, China

TEACHING EXPERIENCE

2011 - Present: School/Department of Library and Information Science, Catholic University of America, 620 Michigan Ave. NE, Washington, DC, 20064

> LSC 551 Organization of Information
> > Fall 2016, Fall 2015, Spring 2015, Spring 2014, Fall 2013, Spring 2013, Fall 2012
> LSC 615 Metadata
> > Fall 2017, Fall 2016, Fall 2014
> CLSC 646 Archives Management
> > Fall 2017, Fall 2016, Fall 2015, Fall 2014, Fall 2013, Fall 2012, Fall 2011
> LSC 617/648 Digital Curation
> > Spring 2017, Spring 2016, Spring 2015, Spring 2014, Spring 2013, Spring 2012
> LSC 877/748 Electronic Records Management
> > Spring 2012, Spring 2011
> LSC 748 Electronic Records and Digital Archives
> > Spring 2017, Spring 2016, Fall 2013

2008 - 2010: Graduate School of Library and Information Studies, Simmons College, 300 Fenway, Boston, MA, 02115
- LIS 456 Managing Records in Electronic Environments (Fall 2008, Summer 2010)

2003 - 2010: Harvard University Archives, Pusey Library, Harvard Yard, Cambridge, MA,   02138
- Records and Information Management workshops

2001 - 2003: University of Calgary Archives, University of Calgary, 2500 University Drive NW, Calgary, AB, Canada, T2N 1N4
- Introduction to Recordkeeping
- University Classification System (UCLASS)

1998 - 1999: Department of Asian Studies, Asian Center, University of British Columbia, 1871 West Mall, Vancouver, BC, Canada, V6T 1Z2

- Modern Chinese Language

1982 - 1996: Department of Foreign Languages and Literatures, Yunnan University, Kunming, Yunnan, China, 650091
- English Intensive Reading
- English Novel and Prose Literature

PROFESSIONAL MEMBERSHIPS

- ARMA International (ARMA), 2004 – 2017
- Society of American Archivists (SAA), 2004 –
- Academy of Certified Archivists (ACA), 2004 –
- International Council on Archives (ICA), 2011 – 2017
- Mid-Atlantic Regional Archives Conference (MARAC), 2011 –
- International Society for Knowledge Organization (ISKO), 2007 – 2017
- Association for Library and Information Science Education (ALISE), 2007 –

PROFESSIONAL COMMITTEES

- ALISE Research Grant Award Committee, 2017 –
- ACA Examination Development Committee, 2015 – 2018
- Archival Education and Research Institute (AERI) Program Committee, 2015
- Archives Advisory Board Member, *American Catholic History Research Center and University Archives, Catholic University of America,* 2012 –
- CUA-LIS Member, *National Digital Stewardship Alliance (NDSA), National Digital Information Infrastructure and Preservation Program (NDIIPP),* 2011 –
- MARAC Education Committee, 2013 – 2016
- SAA Committee on Education, Graduate Archives Education Subcommittee, 2017 – 2020

DEPARTMENTAL COMMITTEES

- Curriculum Committee, 2011 – 2014, fall 2016 –
- Faculty Representative, Alumni Board, fall 2011, fall 2016 –
- Faculty Advisor, Beta Phi Mu IOTA Chapter, spring 2011 – summer 2012
- Comprehensive Examination Question Co-Editor, fall 2012 – summer 2013, fall 2016 –
- Admissions Committee, fall 2011 – summer 2014
- Symposium Committee, summer 2014 – summer 2016
- Scholarship Committee, summer 2014 –
- Accreditation Review Standard III Co-Chair, 2014 – 2016
- Faculty Advisor, Society of American Archivists CUA Student Chapter, 2014 –

PUBLICATIONS AND PRESENTATIONS

Articles (sole author)

"Lakota Winter Counts, Pictographic Records, and Record Making and Remaking Histories," *Archives and Manuscripts* 45, 2017. pp. 3-17.

"Teaching Electronic Records Management in the Archival Curriculum," *Journal of Education for Library and Information Science* 57, no. 1, 2016, pp. 57-68

"Archival Scholarship in the Nation's Capital: Ernst Posner," in Richard J. Cox et al. eds. *Studies in Archival Education and Research: Selected Papers from the 2014 AERI Conference*, Litwin Books, 2015, pp. 135-155

"Electronic Records Management: A Course Content Analysis," *Society of American Archivists 2014 Research Forum Peer Reviewed Research Papers*, 2015. pp. 1-11 http://www2.archivists.org/proceedings/research-forum/2014/agenda#peer

"Correspondence as a Documentary Form, its Persistent Representation, & Email Management, Preservation, and Access," *Records Management Journal* 25, no. 1, 2015 pp. 78-95

"Principle of *Respect des Fonds*," in Luciana Duranti & Patricia Franks eds., *Encyclopedia of Archival Science*, Rowman & Littlefield Publishing Group, 2015

"Recordkeeping in Book Form: The Legacy of American Colonial Recordkeeping," *Information and Culture* 49, no. 4, 2014, pp. 469-491

"Original Order in Digital Archives," *Archivaria* 74 (Fall 2012), pp. 167-193

"Archival Context, Digital Content, and the Ethics of Digital Archival Representation," *Knowledge Organization* 39, no. 5 (2012), pp. 332-339

"Archival Representation in the Digital Age," *Journal of Archival Organization* 10, no. 1 (2012), pp. 45-68

"Remembered History, Archival Discourse, & the September 11 Digital Archive," *Society of American Archivists 2008 Research Forum Peer Reviewed Research Papers*, (2009), pp. 1-10

"Ontology and the Semantic Web," *Proceedings of North American Symposium on Knowledge Organization*, (2007), pp. 9-20

"The Lingering of Handwritten Records," Conference Papers of the First *International Conference on the History of Records and Archives*, (2003), pp. 38-45

Articles (co-author)

"Knowledge Discovery from Within: An Examination of Records Management and Electronic Records Management Syllabi," *The Records Management Journal* 26, issue 3 (2016): pp. 259-278 (Force, D., and Zhang, J.)

"Developing 21st Century Cultural Heritage Information Professionals for Digital Stewardship: A Framework for Curriculum Design," in *Annual Review of Cultural Heritage Informatics* (2012-2013)*,* ed. S. K. Hastings, New York, NY: Rowman & Littlefield, 2014, pp. 79-94 (Choi, Y., Elings, M.W., and Zhang, J.)

"When Archival Description Meets Digital Object Metadata: A Typological Study of Digital Archival Representation," *American Archivist* 76 (Spring/Summer 2013), pp. 174-195 (Zhang, J. and Mauney, D.)

"E-book Use by Students: Undergraduates in Economics, Literature, and Nursing," *Journal of Academic Librarianship* 33, no. 1 (2007), pp. 3-13 (Hernon, P., Hopper, R., Leach, M.R., Saunders, L. and Zhang, J.)

Grant Applications

"Special Olympics International: Historical Archiving and Preservation," Sponsored Research, Special Olympics International & Catholic University of America, 2017- 2019 ($127,692)

"The Leadership Role of Electronic Records and Digital Archivists: Community, Matrix, and Digital Archivist Residency Program Development," Institute of Museum and Library Services (IMLS), Laura Bush 21st Century Library Program: Early Career Development Research Funds, September, 2014 (unfunded)

"Digital Archival Representation Systems: A Typological Study," The Catholic University of America Research Grant-in-Aid, 2011-2012 ($2,000)

Dissertation

Jane Zhang. *The Principle of Original Order and the Organization and Representation of Digital Archives*. Ph.D. dissertation, Graduate School of Library and Information Science, Simmons College, 300 Fenway, Boston, MA 02115 (copyright @2010, vi & 207 pages)

Conference Presentations (sole presenter)

"Genre Theory, Archival Science, & Evolution of Records Genres in the United States," *2017 Archival Education and Research Institute*, University of Toronto, Canada, July 13, 2017 http://aeri2017.org/

"The Leadership Role of Electronic Records/Digital Archivists: Exploring an Expertise-Based National Digital Stewardship Residency Hosting Model," NDSR Symposium, April 27-28, 2017, Library of Congress, Washington, D.C. https://ndsr-program.org/ndsr-symposium/

"Archival Education At CUA: An Integrated Model," MARAC Fall 2016 Meeting, Annapolis, MD, November 4, 2016 https://marac.memberclicks.net/assets/conferences/maracannapolis2016.pdf

"Lakota Winter Courts, Pictographic Records, Record Making and Remaking Histories," *2016 Archival Education and Research Institute*, Kent State University, OH, July 8, 2016 https://www.kent.edu/aeri2016/program

"RIM and ERM Education in the LIS/Archives Programs," *Metro Maryland ARMA 18th Annual Spring Seminar: Sharpening Your Tools: Essential Education, Certifications, and Training for Information Professionals,* Universities at Shady Grove, Rockville, MD, April 13, 2016 http://www.arma-metromd.org/metro-maryland-arma-18th-annual-spring-seminar-sharpening-your-tools-essential-education-certifications-and-training-for-information-professionals/

"Digital Curation in Archives," *Doing Digital Archives: A Workshop for Archivists and Educators in Catholic Institutions*, *2015 Catholic Archives in the Digital Age: A Conference for Reporters, Archivists, and Scholars,* Catholic University of America, Washington DC, October 9, 2015 http://iprcua.com/2015/10/08/catholic-archives-in-the-digital-age-a-conference-for-archivists-and-teachers/

"Electronic Records in the Archival Curriculum," *Workshop on Archival Studies Masters Degree Curriculum*, *2015 Archival Education and Research Institute*, University of Maryland, July 16, 2015 http://aeri2015.umd.edu/program/

"Thomas Jefferson and the Art of Recordkeeping of His Time," *2015 Archival Education and Research Institute*, University of Maryland, July 14, 2015 http://aeri2015.umd.edu/program/

"Dorothy Porter Wesley and the Documentation of Black History and Culture," *2015 Annual Conference of the Section on Archival Education and Training (SAE) of the International Council on Archives (ICA*), University of Maryland, July 12, 2015 http://www.ica-sae.org/

"Email as a Documentary Form & Its Management and Preservation," *Personal Digital Archiving 2015*, New York University, April 24, 2015 (poster presentation) http://personaldigitalarchiving.com/day-one/

"Digital Curation at Catholic: An Update," *SAA Archival Educators Roundtable 2014 Annual Business Meeting,* Washington DC, August 13, 2014 http://www2.archivists.org/2014/schedule#.VHEmikDLISk

"Electronic Records in the Archival Curriculum," *SAA 2014 Research Forum*, Washington DC, August 12, 2014 http://www2.archivists.org/proceedings/research-forum/2014/agenda#.VHEj1UDLISk

"Electronic Records and Digital Archivists: A Landscape Review," *NDIIPP Digital Preservation 2014*, Washington DC, July 23, 2014 http://www.digitalpreservation.gov/meetings/ndiipp14.html; http://ws-dl.blogspot.com/2014/07/2014-07-25-digital-preservation-2014.html; https://www.youtube.com/watch?v=Kzj7JZndvms

"Archival Scholarship in the Nation's Capital: Ernst Posner," *2014 Archival Education and Research Institute*, University of Pittsburg, July 15, 2014 http://www.ischool.pitt.edu/aeri2014/forms/AERI_2014_Program.pdf

"ERM Courses in the Archival Curriculum: A Content Analysis," *Association of Canadian Archivists 39 Annual Conference: Archivatopia,* Victoria, BC, Canada, June 26, 2014 (poster presentation) http://archivists.ca/sites/default/files/Attachments/professional_development/Conference_docs/2014-Victoria/aca_14_conference_at_a_glance.pdf

"A Record of Oral and Pictographic History: Winter Counts and Native American Recordkeeping," *CUA-SLIS Bridging the Spectrum 2014 Symposium,* Catholic University of America, Washington DC, January 31, 2014 http://lis.cua.edu/symposium/2014/

"Archival Representation of Electronic and Born-Digital Records: A Research Proposal," *ALISE 2014: The Virtual Experience*, Philadelphia, PA, January 21-24, 2014 (work-in-progress poster presentation) http://www.alise.org/alise-2014--the-virtual-experience

"Correspondence as a Documentary Form & Its Persistent Representation in Digital Archives," *Digital Diplomatics 2013,* Paris, France, November 14, 2013 http://www.cei.lmu.de/digdipl13/program-2

"Digital Archival Representation: Approaches & Challenges," *Catholic Archives in the Digital Age: A Conference for Reporters, Archivists, and Scholars,* Catholic University of America, Washington DC, October 9, 2013 http://iprcua.com/2013/10/09/catholic-archives-in-the-digital-age/

"Pictorial Form of Recordkeeping: A Case Study of Winter Counts," *"I have Never Forgotten his Words": Talking about Indigenous Archives,* A One-Day Colloquium at the Institute for the Humanities, University of Manitoba, Canada, October 5, 2013 http://events.umanitoba.ca/EventList.aspx?fromdate=10/5/2013&todate=10/5/2013&display=Day&type=public&eventidn=1795&view=EventDetails&information_id=5186

"Digital Archivists in Demand: Who are They and What do They Do?" *Society of American Archivist 2013 Research Forum*, New Orleans, LA, August 13, 2013 http://www2.archivists.org/proceedings/research-forum/2013

"Level of Representations in Digital Archives," *Society of American Archivist Metadata and Digital Object Roundtable Meeting*, New Orleans, LA, August 16, 2013 http://www2.archivists.org/groups/metadata-and-digital-object-roundtable/2013-annual-meeting-agenda

"Digital Curation Education – What to Teach and How: An Instructor's Note," *Graduate Curriculum in Digital Preservation*, *Digital Preservation 2013*, Washington DC, July 24, 2013 http://www.digitalpreservation.gov/meetings/ndiipp13.html

"State Digital Archives - An Experimental Journey of Digital Archival Representation," *National Association for Government Archivists and Records Managers (NAGARA) Annual Meeting*, Indianapolis, IN, July 10 -13, 2013 (invited presentation) http://nagara.org/meetinginfo.php

"Digital Curation Education at the Catholic University's CHIM Program," *DigCCurr II Curation Education Experts Meeting*, University of North Carolina at Chapel Hill, March 18, 2013 http://www.ils.unc.edu/digccurr/ct_instruct_bios.html

"The Persistence of Personal Correspondence and Its Organizational Features: From Traditional Mail to Electronic Mail," *Personal Digital Archiving 2013*, University of Maryland, February 21, 2013 (poster presentation) http://mith.umd.edu/pda2013/schedule/program/

"State Digital Archives - An Experimental Journey of Digital Archival Representation," *Best Practices Exchange 2012*, Annapolis, Maryland, December 4, 2012 http://www.bpexchange.org/

"Digital Archival Processing & Archival Description," *NDIIPP/NDSA 2012 Annual Meeting: CurateCamp Processing: Processing Collections/Processing Data*, Washington DC, July 26, 2012

http://wiki.curatecamp.org/index.php/CURATEcamp_Processing_2012;
http://blogs.loc.gov/digitalpreservation/2012/08/a-day-camp-for-digital-preservation/

"Archival Context, Digital Content, and the Ethics of Digital Archival Representation," *The 2nd Milwaukee Conference on the Ethics of Information Organization*, School of Information Studies, University of Wisconsin - Milwaukee, June 15, 2012 http://sois.uwm.edu/ioethics/schedule

"Original Order in Digital Archives: Definitions, Purposes, and Representations," *The Association of Canadian Archivists Annual Conference*, Toronto, June 2, 2011 http://archivists.ca/sites/default/files/Attachments/professional_development/Conference_docs/2011_Toronto/aca_11_conference_at_a_glance.pdf

"Electronic Records Management: An Evolving Teaching Discipline," *2011 Archival Education and Research Institute,* Simmons College, Boston, July 11, 2011 http://aeri.gseis.ucla.edu/2011.html

"Digital Archival Organization: The Emergence of Mega-Series," *CUA-SLIS Bridging the Spectrum 2011 Symposium*, Catholic University of America, Washington DC, February, 25, 2011 (poster presentation) http://slis.cua.edu/symposium/2011posters.cfm

"Archival Representation in the Digital Environment: The Relevance of the Principle of Original Order," *The Association for Library and Information Science Educators Annual Conference*, San Diego, January 5, 2011 http://www.alise.org/assets/documents/2011-finalschedule-Jan_3_2011.doc

"The Principle of Original Order & the Organization and Representation of Digital Archives: Preliminary Findings," *2010 Archival Education and Research Institute,* University of Michigan, Ann Arbor, Michigan, June 22, 2010 http://aeri.gseis.ucla.edu/AERI%20Program%20Schedule%20-%20AERI%202010.pdf

"The Principle of Original Order & the Organization and Representation of Digital Archives: Research Proposal," *The Association for Library and Information Science Educators Annual Conference*, Boston, January 12, 2010 (work-in-progress poster presentation) http://www.alise.org/index.php?option=com_content&view=article&id=212

"The Dutch Manual & the Evolution/Revolution of Archival Theory and Practice," *2009 Archival Education and Research Institute,* University of California, Los Angeles, July 10, 2009 http://aeri2009.wordpress.com/conference-schedule/

"Remembered History, Archival Discourse, & the September 11 Digital Archive," *2008 Society of American Archivists Research Forum*, San Francisco, August 26, 2008 http://www2.archivists.org/proceedings/research-forum/2008

"Ontology and the Semantic Web," *North American Symposium on Knowledge Organization*, Faculty of Information Studies, University of Toronto, June 14, 2007 http://iskocus.org/nasko2007-proceedings.php

"Harvard University File Plan Project," *Society of American Archivists Annual Conference College and University Archives Section Meeting,* Washington DC, August 4, 2006 http://www2.archivists.org/sites/all/files/aa-fall2006.pdf

"The Legacy of American Colonial Recordkeeping," *The 2nd International Conference on the History of Records and Archives*, Archiefschool, University of Amsterdam, September 1, 2005
https://ford.ischool.utexas.edu/bitstream/2081/30824/1/ICHORA2newspressreleases.pdf

"The Lingering of Handwritten Records," *The 1st International Conference on the History of Records and Archives*, University of Toronto, October 2, 2003
http://web.archive.org/web/20070501024531/http://www3.fis.utoronto.ca/research/i-chora/1participants.html

Conference Presentations (co-presenter)

"Morning Session 2: Archives," *CUA-SLIS Bridging the Spectrum 2017 Symposium,* Catholic University of America, Washington DC, February 3, 2017 (session moderator)
http://lis.cua.edu/symposium/2017/morning.cfm

"Morning Session 1: Innovative Partnerships," *CUA-SLIS Bridging the Spectrum 2016 Symposium,* Catholic University of America, Washington DC, February 12, 2016 (session moderator)
http://lis.cua.edu/symposium/2016/

"Discovering the Foundation of Archival Practices in the Nation's Capital," *CUA-SLIS Bridging the Spectrum 2015 Symposium,* Catholic University of America, Washington DC, February 20, 2015 (poster presentation) http://lis.cua.edu/symposium/2015/

"From Crawling to Walking: Improving Access to Web Archives," *ARCHIVES*RECORDS: Ensuring Access*, *2014 Joint Annual Meeting of CoSA, NAGARA, and SAA*, Washington DC, August 16, 2014 http://www2.archivists.org/2014/schedule

"Ghosts of Careers Past," *Mid-Atlantic Regional Archives Conference (MARAC) Fall 2013,* Philadelphia, PA, November 8, 2013 (chair)
https://web.archive.org/web/20141122190103/https://marac.memberclicks.net/assets/documents/marac_2013_philadelphia_conference_program.pdf

"Records Management Training Gumbo for the Digital Age American Archivist," *Joint Annual Meeting of the Council of State Archivists and the Society of American Archivists*, New Orleans, LA, August 16, 2013 http://files.archivists.org/conference/nola2013/Preliminary-Program-2013.pdf

"Digital Archivists in Practice: A Preliminary Survey," *CUA-SLIS Bridging the Spectrum 2013 Symposium,* Catholic University of America, Washington DC, February 1, 2013
http://slis.cua.edu/symposium/2013/morning.cfm

"Hybrids and legacies: Challenges of Finding Aids in the Digital Age," *Society of American Archivists Annual Conference*, San Diego, August 9, 2012 http://saa.archivists.org/4DCGI/events/310-Thu.html?Action=Conference_Detail&ConfID_W=310

"Take Charge of Your Data!" *NDIIPP Digital Preservation 2012*, Washington DC, July 24, 2012
http://www.digitalpreservation.gov/meetings/ndiipp12.html

"Digital Preservation in a Box: Outreach Resources for Digital Stewardship," *JCDL 2012 Conference*, Washington DC, June 11, 2012 (poster presentation)
https://web.archive.org/web/20130322000319/http://jcdl2012.info/posters

"Digital Archival Representation: A Typological Study," *CUA-SLIS Bridging the Spectrum 2012 Symposium,* Catholic University of America, Washington DC, January 27, 2012
http://slis.cua.edu/symposium/2012/afternoon.cfm

"Re-Arranging Arrangement and Description: Original Order and Provenance in Modern Multi-Format Collections," *Society of American Archivists Annual Conference*, Chicago, August 26, 2011 (Commentator) http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/events/231-Fri.html?Action=Conference_Detail&ConfID_W=231&Time=267028801

"Thriving and Surviving as an Assistant Professor: Developing a Research Agenda, Developing Collaborative Relationships, Balancing Teaching and Research," *2011 Archival Education and Research Institute*, Simmons College, Boston, July 13, 2011 http://aeri.gseis.ucla.edu/2011.html